TO: Mt. Laurel and Pemberton Faculty  
FROM: Faculty Development & Support (FD&S)

**HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY**

**BURLINGTON, NEW JERSEY, MT. LAUREL & PEMBERTON CAMPUSES**

**NJ Senior Director: Louise Babuschak**

**NJ Advisor: Dana Hanf**

**Director: Mary Gankiewicz**

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**Security Information**

- Public Safety Department is open 7 days a week, 24 hours a day.
- Emergency telephones are placed throughout the campus (*Mt. Laurel*-Emergency #2100, *Pemberton*-Emergency #1100)
- For medical emergencies, lockouts, jumpstart of car, escort to car call: 
  {*Mt. Laurel*-(856) 222-9311 Ext. 2100,  *Pemberton*-(609) 894-9311 Ext. 1100}.
- Emergency messages for Students will be taken by the Public Safety Department.

**Mailboxes**

- For *Mt. Laurel* and *Pemberton Campuses* - Located in Laurel Hall, 1st floor, mailroom off of Faculty Lounge
- Mailbox number will be assigned to you by Mary Gankiewicz, Director.

**Classroom Information**

- Classroom Assignments are available on your WebCampus (faculty portal) under “Academics”, “My Schedule” or in Laurel Hall, Room 117 or contact Director at (856) 222-9311 Ext. 2115.
- Teach in your assigned classroom so that you and your students can be located in case of an emergency.
- Classroom Layout can be changed; however, it is your responsibility to put the classroom back to the way it was before you changed it.
- Clear the boards after your class – make sure students discard any trash, etc.
- Do not remove tables/chairs from lobby areas.
- Special Needs Students may have requested a specific type of table/chair – these will be designated – please make sure that other students do not sit in this designated space.

**For Mt. Laurel and Pemberton Campuses**- If you will be late, contact Director or NJ Advisor at (856) 222-9311 Ext. 2115 or 2114 so she can let the students know when you will arrive. Students generally are released thirty (30) minutes after the scheduled class time (and given credit for attendance) unless you specify that they should wait for you. *Pemberton Campus only*--also contact Public Safety to put a sign on your classroom door, (609) 894-9311 Ext. 1100.

- To cancel a class, please complete the “Class Cancellations/Notifications” form available on the Faculty Development & Support website at [Class Cancellation Notification](#). Also please contact the office to let Mary Gankiewicz or Dana Hanf know of your cancellation at 856-222-9311 Ext. 2115 or 2114.
To schedule a make-up class or verify a published make-up day class, contact Mary Gankiewicz at mary.g.gankiewicz@wilmu.edu or (856) 222-9311 Ext. 2115; or Dana Hanf at dana.b.hanf@wilmu.edu or (856) 222-9311 Ext. 2114.

If classroom is locked, call security to open it.

Support Services

To reserve AV equipment for Mt. Laurel and Pemberton campuses, contact mary.g.gankiewicz@wilmu.edu or call Mary at (856) 222-9311 Ext. 2115 to reserve equipment—48 hours notice is required. Give Mary the day, date, time and type of equipment needed. For problems during class, contact AV Support at (856) 222-9311 Ext. 2013. We respectfully request that you do not remove AV equipment from your classroom or take it from another classroom.

Course Material Copying- 3 days notice is required. mary.g.gankiewicz@wilmu.edu or dana.b.hanf@wilmu.edu

Copy Machine – Mt. Laurel Campus - Located in Laurel Hall, 1st floor, Faculty Lounge. The code number is 37613#. If machine is not working, there is a copy machine in Laurel Hall, Room 117. No code is necessary. If office is locked, ask security to unlock it.

Copy Machine – Pemberton Campus – Located in Academic Building, 3rd floor in the faculty lounge. Code Number 37613#.

Maureen Sheridan, Dir. Of Adjunct Development and Support Ext.1444 -Pemberton Campus

Make-up Exams can be proctored by Director or Advisor between the hours of 11:00 AM-4:00PM by appointment only. Email a completed request form (available online) and the electronic version of the exam to mary.g.gankiewicz@wilmu.edu or dana.b.hanf@wilmu.edu. You may also drop off the request form and a copy of the exam to Room 117, Laurel Hall. All exams will be proctored on the Mt. Laurel Campus.

It is a university expectation that you set up your Blackboard site so that students can submit assignments electronically. However, in the event that an assignment cannot be submitted electronically and students would like their assignments returned to them, please ask them to provide you with a stamped, self-addressed envelope for this purpose. No graded work is to be left at sites for student’s to pick up.

Student Related Information

If necessary, student registration can be verified via WebCampus on your classroom computer or by checking with the Director or Advisor in your building. (Laurel Hall, Room 117)

Students not on your roster as of the second class should be directed to the Registrar’s Office to rectify their registration status prior to continuing in the class.

It is the student’s responsibility to notify the Registrar’s Office or Assistant Site Manager when the student intends to drop your course.

Please record attendance each week (via WebCampus). As a reminder, it is expected that faculty members at Wilmington University will take weekly attendance and submit it through the WebCampus portal. In order to maintain compliance with federal regulations for financial aid, attendance-taking is required for all course types, including those with non-standard meeting dates such as PLA, INT, CAP, etc. Attendance should be recorded weekly throughout the duration of the course. Student attendance is a predictor of academic success. Tracking attendance helps the University look for patterns in the hope of developing initiatives to help students succeed. As part of the attendance policy, students who have missed the first two sessions of a course will be administratively dropped from that course. Being administratively dropped from a course
may have unintended consequences on a student’s financial aid and/or standing with the University.

**Taking your students away from your assigned site?**

- Prior to any student travel (away from your home site), please read the “Student Transportation Policies & Procedures” available online at [Transportation Policies and Procedures](#) --- Section I summarizes the form(s) that must be completed before any travel.

**Miscellaneous Information**

- The Academic Calendar is available on WebCampus and on the WU webpage at [Academic Calendar](#). Note any University closings and make-up dates that will impact your class.
- Student Success Center/Online Tutoring: Check availability at [Student Success Center](#).
- Emergency Closing Information #: 302-356-6701 or Wilmington University Web Site
- Students with Disabilities (Christyn Rudolf, Director – Student Life - (302) 356-6937 or [christyn.e.rudolf@wilmu.edu](mailto:christyn.e.rudolf@wilmu.edu))
- Please contact your program chair with questions related academics, academic policies, the courses you are teaching or your teaching schedule.
- Wilmington University Drop Box – *Mt. Laurel Campus*-Located in Laurel Hall on left side of atrium entrance area.
- Wilmington University Drop Box – *Pemberton Campus*-Located in Academic Building, Staff Lounge on 3rd floor.

**Parking Information**

- *Mt. Laurel Campus*-Public Safety will issue a parking sticker for staff parking area. Public Safety building location – looking at Laurel Hall from the parking lot, building is on the right.
- You will need your Wilmington University ID and car registration.
- If a letter is needed, see Director or Advisor.
- *Pemberton Campus*-Security Office is located in the Parker Building. You will need to fill out paperwork and show your Wilmington University ID and car registration. You will be issued a card for the designated staff parking areas or be given instructions as to how to gain access to staff parking.

**Faculty Development and Support**

- If you have questions related to faculty development services, please contact a member of our department.
  - Dr. Patricia Ramone, 302-295-1140, Director of Faculty Development
  - Nancy Doody, 302-356-6726, Associate Director of Faculty Development and Support
  - Josh Simpson, 302-295-1132, Manager of Faculty Development
  - Taquana Woodards, 302-356-6729, Administrative Assistant